

**TECHNICAL EXHIBIT TE-6  
REQUIRED SUBMITTALS AND REPORTS**

**I. SUBMITTAL REQUIREMENTS**

The Service Provider shall submit the following data, reports, schedules, plans, and items to the COTR for approval and/or action as applicable, no later than the dates specified.

**A. With Proposal**

- (1) Staffing Plan
- (2) Corporate Experience & Past Performance
- (3) Price Proposal

**B. Phase-in Period:**

- (1) Initial Water Systems Analysis Report (Paragraph 3.2.1)
- (2) Resumes for the proposed Project Manager, Supervisory and Key Personnel, and all other personnel.(Paragraph 3.5)
- (3) Existing Deficiency Report (Paragraph 3.11.3)
- (4) Fingerprint Charts/Personal History Forms for all proposed Supervisory and Key Personnel- initial (3.8.1.1)
- (5) Contact Telephone Numbers for Contractor (Paragraph 3.5)
- (6) Update all CMMS software/database records including the building equipment inventory and preventive maintenance schedule (Paragraph 3.4.2.A)
- (7) Provide a CMMS Status Report and proposal if required (Paragraph 3.4.2
- (8) New Annual Preventive Maintenance Schedule (Paragraph 3.4)
- (9) Site--specific Refrigerant Management Plan (s) (Paragraph 3.9.5.1
- (10) Infrared Testing Program (3.4.8)
- (11) Building Operations Plan (Paragraph 3.1.1)
- (12) Phase-in Transition Plan (Paragraph 3.10.1)
- (13) Position Description and Qualifications for Project Manager (Paragraph 3.5.1)
- (14) Position Description and Qualifications for all proposed initial Supervisory and Key Personnel (Paragraph 3.5.1.1)
- (15) Position descriptions and qualifications for all other proposed employees (Paragraph 3.5)
- (16) Proposed Water Treatment Program (Paragraph 3.2.1, 3.2.2)
- (17) Manufactures certification or personnel resumes with manufacture's certifications of personnel or firms that will perform specialized equipment maintenance. (Paragraph 3.5)
- (18) Contingency Plan (Paragraph 3.13)
- (19) Quality Control Plan (Paragraph 3.11)
- (20) Complete Service Call Program (Paragraph 3.3)
- (21) Complete Preventative Maintenance Program (Paragraph 3.4)
- (22) Outage Preventive Maintenance Schedule Paragraph (3.4.2.B)
- (23) New Preventive Maintenance Guide Cards developed by the contractor based on Manufacturer's criteria (Paragraph 3.4.2.C and D)

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- (24) Additional Services (IDIQ) Plan (Paragraph 4)
- (25) Position descriptions and qualifications for all other proposed employees (Paragraph 3.5)
- (26) List of all proposed Subcontracts/Subcontractors as applicable (Paragraph 3.6)
- (27) Employee Certificates of Training, Licenses, Permits, and Bonding where required (Paragraphs 3.5)
- (28) Refrigerant Management Plan (Paragraph 3.9.5.1)

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- E. Sixty (60) calendar days prior to contract expiration/ termination:**  
    (1) Revised Phase-out Plan (Paragraph 3.10.7)
- F Thirty (30) calendar days prior to contract expiration**  
    (1) List of deficiencies to be corrected prior to contract close out (3.10.7.3)  
    (2) Inventory and return all Government technical publications (5.1.3)  
    (3) Inventory and return all Government Furnished Materials (GFM 5.2.)
- G. Seven (7) calendar days prior to contract expiration:**  
    (1) Update all CMMS and building systems databases (Paragraph 3.11.7)  
    (3) Provide updated Refrigerant records to the Government (Paragraph 3.9.5.1.3)
- H. Upon Final Expiration of the contract, the Contractor shall return to the Government the following:**  
    (1) Identification/Building Badges issued to Contractor and employees (Paragraph 3.8.2)  
    (2) All keys/key cards (Paragraph 5.1.1)  
    (3) All software and hardware and database information related to any Government Furnished or building systems (Paragraph 3.18)  
    (4) Government furnished materials and equipment (Paragraphs 5.2 and 5.3)

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**II. RECURRING REPORT/SUBMITTALS REQUIREMENTS.**

The Contractor shall provide the Government with all reports and submittals included but not limited to those mentioned below. The reporting format shall be as approved by the IRS Contracting Officer and/or COTR.

<b>Report Description</b>	<b>Due Date</b>
1. Major equipment/systems not operational (Paragraph 3.1.10)	Daily, as required, by 9:00 A.M. to COTR
2. Completed service call documentation (tickets) returned to Government (Paragraph 3.3.9)	Daily, within 2 business days after technician has completed Service Call work.
2. Completed PM documentation (tickets) returned to Government (Paragraph 3.3.9)	Daily, within 2 work days after technician has completed PM work.
3. Completed PM work order documentation in the CMMS and hard copy in Monthly Progress report (Paragraph 3.4.4)	Daily, within 7 days of completion of PM work and Monthly Progress Report
4. COTR notification of work requiring opening or dismantling of equipment (Paragraph 3.10.2.2 and 3.4.2.B)	Daily, as required before work is started
5. Asbestos Program Managers notification of work involving disturbing asbestos (Paragraph 3.9.8.4)	Immediate notification prior to commencement of work.
6. Chiller Operating Logs (Paragraph 3.1.4)	Upon COTR request
7. Boiler Operating Logs (Paragraph 3.1.4)	Upon COTR request
8. PM Accomplishments Report (Paragraph 3.1.4)	Monthly PM progress report. A complete summary of all PM accomplishments in Monthly Progress Report
9. Inspection records, Quality Control Inspections (Paragraph 3.12.)	Weekly following inspection
10. Water Analysis Report (Paragraph 3.2.2)	Monthly, 5 calendar days after each test and summarized as part of the Monthly Progress Report.

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Report Description	Due Date
11. Report of IDIQ Work Received and Completed (Paragraph 4.7)	Monthly Progress Report
12. Status of all Open IDIQ Work (Paragraph 4.6)	Monthly Progress Report
13. Service Call Accomplishments Report (Paragraph 3.14)	Monthly Progress Report
14. Equipment History Report (Paragraph 3.4.4.And 3.4.3)	Provide a Quarterly Equipment History Report as part of a Monthly Progress Report each quarter and provide an Annual Equipment History Report each October as part of the annual deliverables required by the contract  Quarterly and Annual Report
15. Refrigerant log (Paragraph 3.9.5.1.3)	Monthly Progress Report
16. Equipment Checks Accomplishments Report (Paragraph 3.1.4)	Monthly Progress Report
17. Utility Usage Report, electrical, fuel, etc. (Paragraph 3.1.9)	Monthly, within three work days after reading meters
18. Update Building Equipment Inventory in CMMS system (Paragraph 3.4.2)	Annually (within the first 45 days of each option period) or as required by the COTR.
19 Update Building Equipment PM Schedule in CMMS system (Paragraph 3.4.2)	Annually (within the first 45 days of each option period) or as required by the COTR.
20. Employee documentation for new and replacement employees (Paragraph 3.5)	As Required, 21 calendar days prior to the employees start date
21. Completion of Certified Testing such as elevators, electrical distribution systems, infra red scans, etc. (Paragraph 3.4.6)	As required, within 30 days of completion
22. MFG PM guides for equipment not covered by current IRS guide	As required or as directed by the COTR

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Report Description	Due Date
(Paragraph 3.4.2)	
23. Changes in contact telephone numbers for key personnel (Paragraph 3.5.)	As Required when changes occur
24. Employee licenses/certifications replacement employees (Paragraph 3.5.)	Phase-in period and as required thereafter but within 21 days of employee start date
25. Scheduled outages of critical systems for PM (Paragraph 3.19.2)	Request 90 days in advance of scheduled outage
26. Completed infrared testing work order documentation in the CMMS and a hard copy and summary report in the Monthly Progress Report (Paragraph 3.4.8)	Daily, within 7 days of completion of certification work and Monthly Progress Report
28. Monthly Service Call Deferment Report ( 3.4.2.F	Monthly Progress Report
29. Monthly PM Deferment Report	Monthly Progress Report
30. Equipment Certification Accomplishments Report (Paragraph 3.14)	Monthly Progress Report

**NOTE: All monthly report data shall be consolidated into a Monthly Activity Report that shall be submitted by the 15<sup>th</sup> calendar day of the month following performance. The report shall be provided in hard copy and/or electronic format as directed by the COTR. All monthly report formats shall be approved by the COTR during the phase in period.**